

Mileage Rates

Rates effective 1/01/24

Vehicle Type	Mileage Rate	How to Charge	How to Handle Fuel
Personal Vehicle	\$0.67 / Mile (IRS Rate)	Charged to department - submitted via Expense Reimbursement Form or Mileage Reimbursement Form	Personal Expense - not reimbursable
Third Party Rental Vehicle	N/A	Rental fee charged to department - submitted via Expense Reimbursement Form	Paid for using employee's P-card - charged to department
University Rental Vehicles			
Cars / Trucks	\$0.40 / Mile	Charged to department by Vehicle Services based on miles driven	Paid for using employee's P-card - charged to department
12 Passenger Vans	\$0.53 / Mile	Charged to department by Vehicle Services based on miles driven	Paid for using employee's P-card - charged to department
Charter Buses	\$250 / Per Day Plus Fuel Cost (Actuals)	Charged to department by Vehicle Services based on a per day rate. Fuel costs can be estimated by using a \$.50 per mile rate. Actual fuel costs will vary.	Paid for using a Vehicle Services Fleet P-card (receipt to be provided to Vehicle Services)